

**MINUTES**  
**BOARD OF LIBRARY TRUSTEES**

JANUARY 16, 2013  
4:00 PM

CIVIC CENTER BRANCH LIBRARY  
CONFERENCE ROOM

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**BOARD MEMBERS PRESENT:** CHAIR *B. YOUNG*, VICE-CHAIR *A. RIGGS*,  
TRUSTEES *J. BALNIS*, *J. BARNES* AND *E. MELLOR*

**BOARD MEMBERS ABSENT:** NONE

**CITY STAFF PRESENT:** DIRECTOR OF LIBRARY & RECREATION *BETTY WAZNIS*

**OTHERS PRESENT:** NONE

**CALL TO ORDER / ROLL CALL**

Chair Young called the meeting to order at 4:03 p.m.

**I. APPROVAL OF MINUTES**

Motion made by Trustee Mellor and seconded by Trustee Barnes to approve the meeting minutes from November 14, 2012. Motion carried.

**II. NEW BUSINESS**

**A. Review of December 10, 2012 Safety Protocol Training**

Vice-Chair Riggs informed the Board that she and Chair Young attended a training session on how to handle situations at a public meeting in the event of a disturbance. Members of the Police Department were present to give guidance on how to request police intervention in the event of a disruption situation.

Chair Young added that if the Board was aware of an expected disturbance prior to a meeting, the Chair can request police presence. The police officer will wait for the Chair's request for intervention and will maintain order. The Chair may request a citizen's arrest; however, the Mayor and Police Department stressed the use of patience and tolerance.

**III. OLD BUSINESS**

**A. Metrics**  
(Discussion postponed)

**B. Advocacy**

- 1) Trustee Barnes stated that she has not received information for the Friends of the Library meetings. Director Waznis stated that the Friends generally meet on the second Tuesday of the month @ 4 pm. Yeelin will provide Trustee Barnes' email address to the FOL for meeting notifications.

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- 2) Trustee Balnis distributed copies of CALTACTICS newsletter and highlighted several items in the newsletter including the president's message and the upcoming workshops. Trustee Balnis stated that he has attended several of these workshops in previous years and may go again this year.
- 3) Director Waznis thanked Chair Young for representing the Board at the City Council meeting when the Friends of the Library donated \$45,000 to the Library.
- 4) Chair Young stated that he has drafted a letter to Councilperson Mary Salas requesting City Council to undo the mistakes from past Council decisions. Trustee Mellor recalled seeing Mary Salas speaking against the merger of the Library and Recreation Departments at a City Council meeting.

### **IV. LIBRARY DIRECTOR'S REPORT**

#### **A. Report on Library & Recreation Consolidation to City Council in March**

The City Manager and Director Waznis will present a report to City Council. The Council will decide whether the Library and Recreation Departments will merge or remain separate. Staff from both departments met and discussed ideas for collaborated projects.

Chair Young agreed with the collaborated programs approach due to prior confusion by Councilmembers of programs offered at the Library, such as introduction to yoga, which were thought to be redundant. Chair Young stated that he liked the idea of Library staff bringing programs to the recreation centers, and vice versa. The Board requested Director Waznis to inform the City Manager that they are available and willing to meet with the City Manager if he would like to solicit their input.

#### **B. Department Strategic Goals and Objectives**

The Library will be working on a Strategic Plan which can be incorporated into the Facilities Master Plan which was completed and brought to City Council several years ago. The Finance Department is working on a funding source for the strategic plan.

There is also a citywide initiative to implement City Strategic Goals & Objectives for all departments.

#### **C. Library Programs and Events Update**

- 1) Donation of Board Books to Support Early Literacy from CV Rotary – Feb 27<sup>th</sup> at the Otay Ranch Branch @ 11:15 am. CV Rotary donated \$1,000 for board books to support childhood literacy.

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- 2) Digital Display Monitor Unveiling @ Otay Ranch Branch – A donation was made to the Library to fund a small digital monitor sign inside the library.

- 3) E-Book Fair – March 1<sup>st</sup>

The Overdrive Digital Bookmobile is coming to Chula Vista. Library patrons will have an opportunity to learn how to get e-books.

### D. SDG&E Grant – 2013 Programs

This year's grant funding will go towards programs on energy savings ideas and tools. The Library will remodel the conference room to accommodate the workshops.

The 2012 grant funding was used on creating energy lounges at Civic Center & South Chula Vista branches to display energy efficiency books & tools, and two large digital signs at the exterior of each building.

### E. Grant Programs

- 1) Friends' Grant Application to CV Charitable Foundation – Theme is Civic Engagement. The Library is working on the grant application with the assistance from the Friends.
- 2) Book to Action Grant – The Library may partner with Mayor's Office on a program which will incorporate reading a book and putting it into action.

### F. CVPL Foundation Fundraiser – Saturday 27<sup>th</sup> (5:00-9:00 p.m.)

There will be a raffle drawing for a \$1,000 shopping spree at the Otay Ranch Town Center. Event tickets (\$40) are available at all three Library branches.

### G. Performing & Visual Arts Grant and Gayle McCandliss Arts Award – Applications being accepted. (Information available on the Library's website)

### H. Staffing & Budget – The department is working on a minor reorganization in order to open the Otay Ranch Branch for one more day each week.

We are not anticipating any additional funding or cuts next fiscal year. We will be focusing on our materials budget. According to our latest statistics, the number of visitors went up and attendance of programs went up, but circulation is not up. We think perhaps people are not finding the materials they want.

Trustee Balnis inquired whether the opening of the Otay Ranch Branch had impacted the number of visitors to the South Chula Vista Branch. Director Waznis replied that Otay Ranch did not impact the South Chula Vista Branch, since the number of visitors also increased at that location.

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## V. COMMUNICATIONS

A. Friends of the Library – No report

B. Chula Vista Public Library Foundation

Trustee Balnis reported that he attended the January Foundation meeting and the group is busy planning the April fundraising event. Trustee Balnis is troubled that the CVPL Foundation is not functioning like a typical foundation, focusing on endowments.

Trustee Mellor stated that not all foundations are concentrated on endowments only, and that many foundations sponsor annual fundraisers.

Director Waznis stated the formation of the Foundation was due to the community's disappointment with the lack of a library in the Rancho del Rey area. The City used to have a fundraising manager, but the position was eliminated due to the lack of funding. The CVPL Foundation decided to contribute by sponsoring the annual fundraising event.

Chair Young stated that the Board of Library Trustees is a separate entity from the CVPL Foundation. The Board can only provide suggestions and share information.

Trustee Mellor reiterated that the Board should not offend the Foundation members. She knows several people on the Foundation Board of Directors and they like what they do and are interested in supporting the annual fundraiser.

C. Public Comments – None

D. Written Comments – None

E. Board Comments

- 1) Trustee Barnes attended an Open House at Fire Station No. 4 and did not see any representatives from the Library at the event. She suggested Library staff participate in City events that are well attended by families & children from the community.

## ADJOURNMENT

Meeting was adjourned by Chair Young at 5:29 p.m.

The next Board of Library Trustees meeting will be on Wednesday, February 20, 2013

Minutes prepared & submitted by: \_\_\_\_\_